

NASA HQ FAX VIDEO TELECONFERENCE SERVICE (ViTS) CONFERENCE REQUEST
SEND THIS REQUEST TO THE HQ ViTS FACILITY VIA FAX AT 202-358-3867

YOUR NAME _____ TODAY'S DATE: ____/____/____

MAIL CODE _____ PHONE _____ - _____ - _____ FAX _____ - _____ - _____

E-MAIL ADDRESS _____

CONFERENCE LEADER _____ PHONE _____ - _____ - _____

CONFERENCE TITLE OR TOPIC _____

EXPECTED NUMBER OF PARTICIPANTS AT HEADQUARTERS _____

PREFERRED DATE ____/____/____ EARLIEST DATE ____/____/____ LATEST DATE ____/____/____

PREFERRED LENGTH _____ LENGTH WILL ACCEPT _____

LOCATIONS	ENTER ONE POINT OF CONTACT PER SITE	PHONE NUMBERS
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1 NASA HQ	_____	_____ - _____ - _____
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15	_____	_____ - _____ - _____
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USE ADDITIONAL PAGES IF NECESSARY

SPECIAL INSTRUCTIONS OR NOTES: _____

THIS MAY BE SENT TO HQ ViTS INTEROFFICE MAIL. SEND TO CODE CI-4
(VOICE PHONE 202-358-0146 E-MAIL AT ViTS@hq.nasa.gov)